

Visitation Protocol Attachment to Policy 16.38

Type of Visit	Person Responsible for Ensuring Visit Takes Place	Time Frames	Purpose of Visit	Documentation (See policies 16.38 and 31.14)	Comments
FSW and Child placed at DCS Facility or DCS Resource Home	<ul style="list-style-type: none"> FSW and Management Staff (DCS Team Leader or Team Coordinator) 	<ul style="list-style-type: none"> As frequent as necessary. The first visit should occur within 72 hours of any new placement and no less often than 6 times during the first two months the child is in a new placement (at least half of those occurring at the placement). Visits will occur two (2) times a month following the first two (2) months in the new placement. At least one of these visits must occur in the child's resource home or residential placement. 	<ul style="list-style-type: none"> To ensure adjustment to placement. To monitor and ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. To assess the safety and well being of the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. 	<ul style="list-style-type: none"> Documentation is placed in the TN-Kids "Case Recording" icon that a private meeting outside of the presence of the resource parent or other caretaker, facility staff, and/or private provider has occurred (unless it involves an infant) and all pertinent issues to adjustment and treatment are discussed. 	<ul style="list-style-type: none"> Face-to-face visits with children may take place in the child's placement, at school if the child is of school age, in the FSW's office, or other appropriate setting. All visits shall include a private meeting between the DCS FSW and the child out of the presence of the resource parent or other caregiver, except in those cases in which the child is an infant. At least half of the monthly visits between the FSW and the child should occur in the child's placement. In most cases visits with children at school should be associated with prescheduled meetings. School should not be a common visitation

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					environment.
FSW and Child Served By Private Provider	<ul style="list-style-type: none"> FSW and Private Provider 	<ul style="list-style-type: none"> As frequent as necessary. The first visit should occur within 72 hours of a new placement and at least once a month, thereafter. <p>The private provider case workers shall accompany the DCS FSW to these visits at least once every three (3) months in order to have discussions with resource parent/caregiver, the child and each other.</p>	<ul style="list-style-type: none"> To ensure adjustment to placement. To monitor and ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. To assess the safety and well being of the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. 	<ul style="list-style-type: none"> Documentation is placed in the TN-Kids "Case Recording" icon that a private meeting outside of the presence of the foster parent or other caretaker, facility staff, and/or private agency worker has occurred (unless it involves an infant) and all pertinent issues to adjustment and treatment are discussed. 	<ul style="list-style-type: none"> The worker-child visiting shall mean a face-to-face visit between the child's DCS FSW and the child in the child's placement. All visits shall include a private meeting between the DCS FSW and the child out of the presence of the resource parent or other caregiver, except in those cases in which the child is an infant. The child and the DCS FSW much also meet privately, away from facility staff of private provider staff. <p>The quarterly visitation between the FSW, private provider case workers, resource parent/caregiver, and the child should occur in the resource home.</p>

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Child and Private Provider Worker	<ul style="list-style-type: none"> Private Provider 	<ul style="list-style-type: none"> As frequent as necessary. The first visit should occur within two weeks of any new placement and no less often than 6 times during the first two months the child is in a new placement. (at least 3 of those occurring in resource home or residential the placement). Two (2) times a month following the first two (2) months in the new placement. Monthly visits should occur in the home of the private provider resource parent. 	<ul style="list-style-type: none"> To ensure adjustment to placement To assess the safety and well being of the child. To share all relevant and legally permissible information concerning the child. To ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. 	<ul style="list-style-type: none"> Placed in the TN-Kids "Case Recording" icon that a private meeting outside of the presence of the foster parent or other caretaker, facility staff, and/or private agency worker has occurred (unless it involves an infant) and all pertinent issues to adjustment and treatment are discussed. 	<ul style="list-style-type: none"> Visits may take place in the child's placement, at school, in the FSW's office, or other appropriate setting. The worker-child visiting shall mean a face-to-face visit between the child's private provider worker and the child. All visits shall include a private meeting between the private provider worker and the child out of the presence of the resource parent or other caregiver, except in those cases in which the child is an infant.
Birth Parent and Child	<ul style="list-style-type: none"> Assigned FSW, Management Staff (DCS Team Leader or Team Coordinator), Parent, and other Child and Family 	<ul style="list-style-type: none"> As frequent as possible No less than 4 hours per month; Visits can and should occur more often. 	<ul style="list-style-type: none"> Visits are important to reduce child's trauma due to separation from parent and family. Visits help to maintaining the parent-child-sibling 	<ul style="list-style-type: none"> Documentation is placed in TNKIDS "case recordings" icon when a visit has occurred. Visitation plans and any modifications to 	<ul style="list-style-type: none"> The child's safety will be assured. Denial of visitation may not be used to manage behavior however, modifications in the

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	Team Members	<ul style="list-style-type: none"> • Visits can be modified due to court order specific to addressing visitation. • Sibling visits should occur no less often than 1 time per month regardless of parental visits unless directed otherwise by a court order. 	<p>relationship.</p> <ul style="list-style-type: none"> • Visits are essential to reunification and other forms of permanence. 	<p>prior visitation plans should be recorded in the Functional Family Assessment and addressed at the CFTM and documented on the CFTM summary Form.</p> <ul style="list-style-type: none"> • All court orders addressing visitation limitations should also be referenced in the legal section of the child's case file. 	<p>visitation plan may therapeutically necessary.</p> <ul style="list-style-type: none"> • All Visitation plans must comply with any applicable court orders.
Resource Parent and Birth Parent	<ul style="list-style-type: none"> • Assigned FSW, Management Staff (DCS Team Leader or Team Coordinator), Resource Parent, Birth Parent, and Private Provider Case Worker, if applicable. 	<ul style="list-style-type: none"> • As frequent as necessary • To build a "helping relationship" between the Child and Family Team members. 	<ul style="list-style-type: none"> • To ensure parent involvement, information sharing, and mentoring when necessary. • To provide the birth parents with an opportunity to inform the resource parent of their child's specific needs, likes, dislikes and goals. • To provide a learning environment for the birth parents so they can learn the positive parenting skills and alternate ways to discipline from the resource parents. 	<ul style="list-style-type: none"> • Documentation of these visits and all discussions should be made in the TN-Kids "Case Recordings" icon as they occur. 	<ul style="list-style-type: none"> • These visits can occur in the home of the birth parent, the home of the resource parent or in the community. • Denial of visitation may not be used to manage behavior however, modifications in the visitation plan may therapeutically necessary.

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			<ul style="list-style-type: none"> The ability to work as a team in finding permanence for the child. 		
FSW and Resource Parent	<ul style="list-style-type: none"> Assigned FSW, Management Staff and Resource Parent. 	<ul style="list-style-type: none"> As frequent as necessary, but no less often than once a month. When a child first enters a new resource home the FSW must meet with the resource parent within two weeks of the placement 	<ul style="list-style-type: none"> To build a “helping relationship” between these Child and Family Team members. To ensure the resource parents have the resources available to meet the needs of the child. To monitor service delivery and assess the safety and well being of the child. To support the resource parent as they care for the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. To assist the resource parent in linkage to any service they may need in order to adequately and safely provide a home for foster children. These 	<ul style="list-style-type: none"> Documentation of these visits and all discussions should be made in the TN-Kids “Case Recordings” icon as they occur. 	<ul style="list-style-type: none"> The FSW contact with the resource parent can substitute for the resource parent support/assessment worker’s face- to-face visit with the resource parent every other month with the approval of the Regional Administrator. If the FSW is completing the visit for the resource parent support/assessment worker, then documentation will be entered into TNKids “Case Recordings” icon, and the resource parent support/assessment worker is responsible for printing that visit and placing it in the resource parent’s file.

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			services may include referral to mental health counseling services, medical doctors or other supportive services.		
Child/Youth from Another State	<ul style="list-style-type: none"> FSW and Management Staff. 	<ul style="list-style-type: none"> Face-to-Face contact as required for other children/youth in the custody of DCS. 	<ul style="list-style-type: none"> To ensure adjustment to placement. To monitor and ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. To assess the safety and well being of the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. 	<ul style="list-style-type: none"> Placed in the TN-Kids "Case Recording" icon that a private meeting outside of the presence of the foster parent or other caretaker, facility staff, and/or private agency worker has occurred (unless it involves an infant) and all pertinent issues to adjustment and treatment are discussed. 	<ul style="list-style-type: none"> May take place in the child's placement, at school, in the FSW's office, or other appropriate setting. Quarterly documentation of progress reports. See the ICPC Practice and Procedures Manual for additional information.
Resource Parent and Resource Parent Support & Assessment Worker	<ul style="list-style-type: none"> Resource Parent Support and Assessment Worker 	<ul style="list-style-type: none"> Once Monthly face-to-face contact with the resource parent in their home. If no foster children are placed in the resource home, 	<ul style="list-style-type: none"> To determine the home is reassessed in a timely manner and the resource parent needs are being met. To share all relevant and legally permissible information concerning the child. 	<ul style="list-style-type: none"> Documentation will include a monthly progress note, handwritten in the resource parent file. Documentation may also be made on CS-0709, Resource Home recording form. 	<ul style="list-style-type: none"> Upon the approval of the Regional Administrator, the resource parent support/assessment worker can visit the resource parent every other month and the FSW can complete the face to

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		the resource parent support/assessment worker will visit the resource home quarterly.	<ul style="list-style-type: none"> To evaluate safety, needs, and well-being of child and family. To monitor service delivery and achievement of service and permanency plan goals. To assist the resource parent in linkage to any service they may need in order to adequately and safely provide a home for foster children. These services may include referral to mental health counseling services, medical doctors or other supportive services. 	<ul style="list-style-type: none"> Other notations should be made when phone calls occur and or correspondence is sent to the home. The resource parent support/assessment worker will immediately notify the FSW of any child related issues. (The FSW will also communicate the same information to the resource parent support/assessment worker). 	<p>face contact with the resource parent on the alternate months.</p> <ul style="list-style-type: none"> If the FSW is completing the visit for the resource parent support/assessment worker, then documentation will be entered into TNKids "Case Recordings" icon, and the resource parent support/assessment worker is responsible for printing that visit and placing it in the resource parent's file.
Trial Home Visits	<ul style="list-style-type: none"> DCS FSW, Child and Family Team and Private provider as applicable. 	<ul style="list-style-type: none"> Three (3) face to face visits per month for the first month. One of these visits must occur in the family home. Two (2) face to face visits for any remainder of the trial home visit. With at least one 	<ul style="list-style-type: none"> FSW shall visit with the child outside the parent or caretaker's presence. To ensure that the conditions that lead to the child's custody have been addressed. To confirm that the child is safe in his environment. 	<ul style="list-style-type: none"> Documentation is placed in TNKIDS "case recordings" icon when a visit has occurred. Visitation plans and any modifications to prior visitation plans should be recorded in the Functional Family Assessment and addressed at 	<ul style="list-style-type: none"> Follow-up documentation of a successful trial home visit, for Court, will be necessary to exit a child from DCS custody to that of their caretaker.

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		<p>of these visits occurring in the family home.</p> <ul style="list-style-type: none"> When a child enters a trial home visit and is still being served through a private provider continuum, the private provider staff will be responsible for completing the aforementioned visits. The DCS FSW will visit the child in their family home one time per month while the child is on a trial home visit and is being served through a private provider continuum. 	<ul style="list-style-type: none"> FSW shall have once monthly visits with the private provider during the trial home visit. FSW will also visit a school age child in his/her school once monthly during the trial home visit. FSW will interview child's teacher to ascertain that progress in school remains appropriate. To ensure that all services needed by the child and family are arranged and are effective. 	<p>the CFTM.</p> <ul style="list-style-type: none"> All court orders addressing visitation limitations should also be referenced in the legal section of the child's case file. 	
FSW & Birth Parent(s) (Unless Termination of Parental Rights has occurred)	<ul style="list-style-type: none"> DCS FSW and the Birth Parents 	<ul style="list-style-type: none"> Whenever a child has a new placement, the DCS FSW will meet with the child's birth parent within two weeks of the child's placement 	<ul style="list-style-type: none"> FSW shall visit the birth parents in their residence in order to monitor progress of birth parents on Permanency Plan action steps. FSW will observe and monitor ongoing 	<ul style="list-style-type: none"> Documentation is placed in TNKIDS"case recordings" icon when a visit has occurred. Visitation plans and any modifications to prior visitation plans 	<ul style="list-style-type: none"> These visits should encompass ongoing discussion preparing the birth parents for reunification.

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		<ul style="list-style-type: none"> Once monthly Face to face contacts with the birth parents will occur thereafter. A face-to-face visit with the birth parent will occur in the birth parent's home on a quarterly basis. 	<p>progress of the birth parents/caregiver within the home setting, potential items to monitor: A&D issues, domestic abilities, safety issues etc.</p> <ul style="list-style-type: none"> FSW and Birth Parent will discuss ongoing needs of the children and what services may still be needed. 	should be recorded in the Functional Family Assessment and addressed at the CFTM.	

Glossary:	
New Placement	Either the child's entrance into custody in a resource home or facility operated by DCS or under a private provider agency or any placement that is different from the immediately prior placement
Private Provider Worker	Any employee of a Private Agency that has been contracted by the Department of Children's Services to provide Case Management services and functions in the role as a DCS Family Service Worker.